

## Warehouse Staff

Edmonton, AB

Founded in Edmonton in 1990, Hi-Tech Seals is a leading Canadian seal distribution company, with a longstanding commitment to customer service. The Company's technical sales staff works closely with customers to find the best solution for sealing needs. We provide a complete line of sealing products, along with molded rubber, cast urethane, gaskets, plastics, ceramics, and tungsten carbide parts as well as custom machining to meet our customer's needs. In over 29 years Hi-Tech Seals has grown to five locations across Canada and one location in Texas providing products that perform beyond the customer's expectations.

With over fifty in-house training courses we have exhibited our commitment to educate our employees to aid in their professional development and career growth. In addition, Hi-Tech Seals supports external training programs for software, designations and other beneficial courses to help employees advance. At Hi-Tech Seals our people are a key competitive advantage.

### Primary Responsibilities:

- Responsible for all facets of warehouse procedure, including, but not limited to:
  - Picking and filling orders
  - Inventory control
  - Prepare bills of lading, invoices, and various custom documents
- Maintain a lean and clutter free work area
- Participate in worksite hazard assessments, incident investigation, safety meetings, safety training and other aspects of the Hi-Tech Seals Inc. safety and quality control programs as required
- Other duties as required

### Characteristics and Competencies:

- Strong interpersonal skills and communication skills
- Strong work ethic
- A drive to learn and grow
- Good organizational skills
- Attention to detail
- Effective communication skills
- Positive and energetic, can do attitude

We are looking to hire 4 to 6 individuals over the next 3 months with start dates from immediate to November 2019.

Interested applicants should submit their application to Janice Fraser, Hi-Tech Seals Inc., 9211 – 41 Avenue NW, Edmonton Alberta T6E 6R5 or email [hr@hitechseals.com](mailto:hr@hitechseals.com)

Visit our website at <http://www.hitechseals.com/careers>

